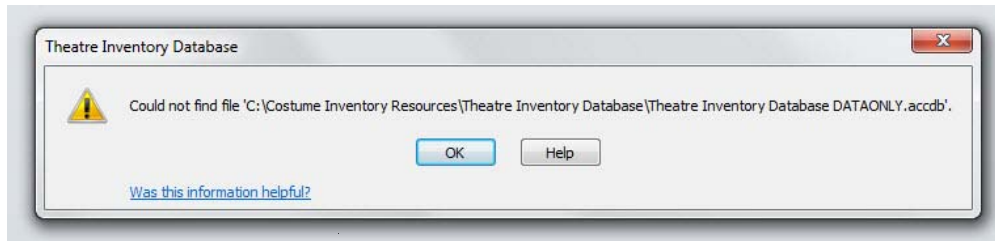




## Instructions to Re-link database to data

If you open the database and get a blank screen the following message:

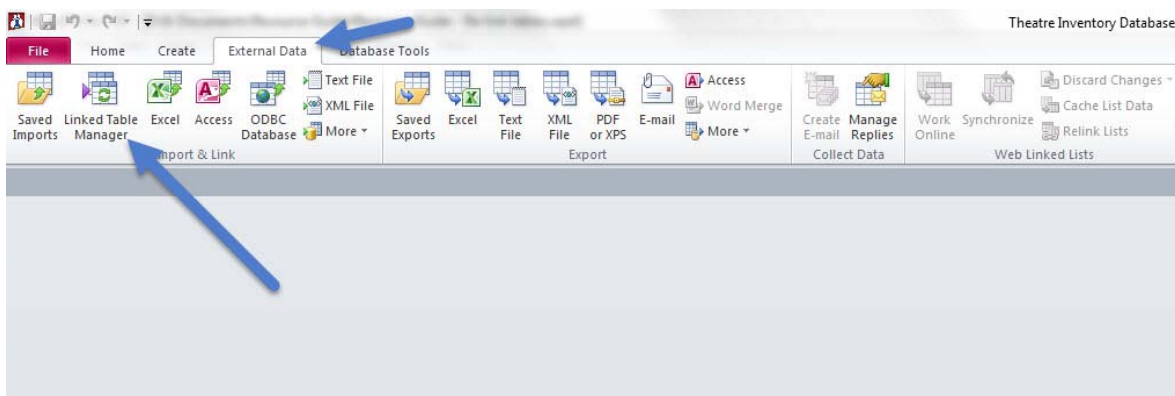
**Could not find file:Theatre Inventory Database DATAONLY.accdb**



It means that the database front-end (Forms, reports, etc) can't find the database back-end (data tables).

To fix it - you just need to re-link the data tables to the database front end. To do this the database must be opened with the full version of MS Access. If you do not have MS Access and only have the Runtime, please contact Margaret at 855-468-8247.

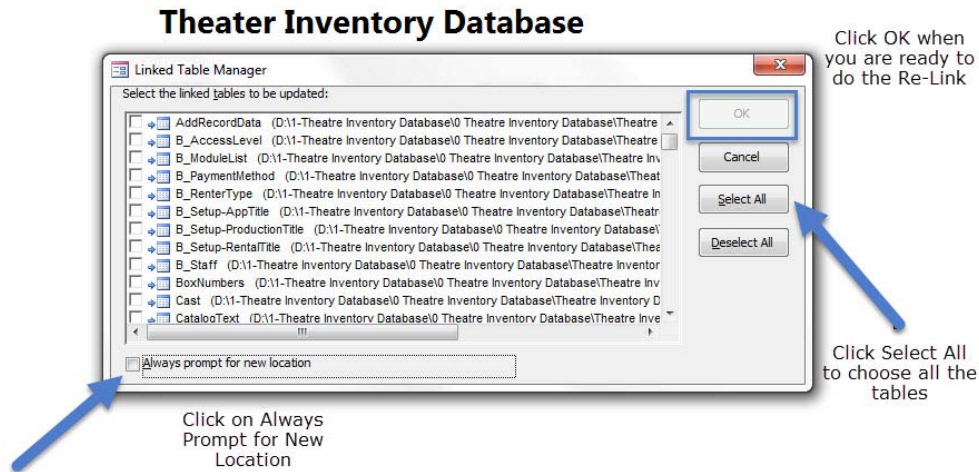
1. Look at the menu at the top of the screen. Look for the "External Data" menu.



On the External Data menu look for the Linked Table Manager. Click on the Linked Table Manager icon.

2. The Linked Table Manager dialog box opens up to show you a list of the tables in the database.

- a) Click on the “Always prompt for new location” (so you can choose the folder where the file is.)
- b) Next, click the “Select All” button (so it will relink all the tables)

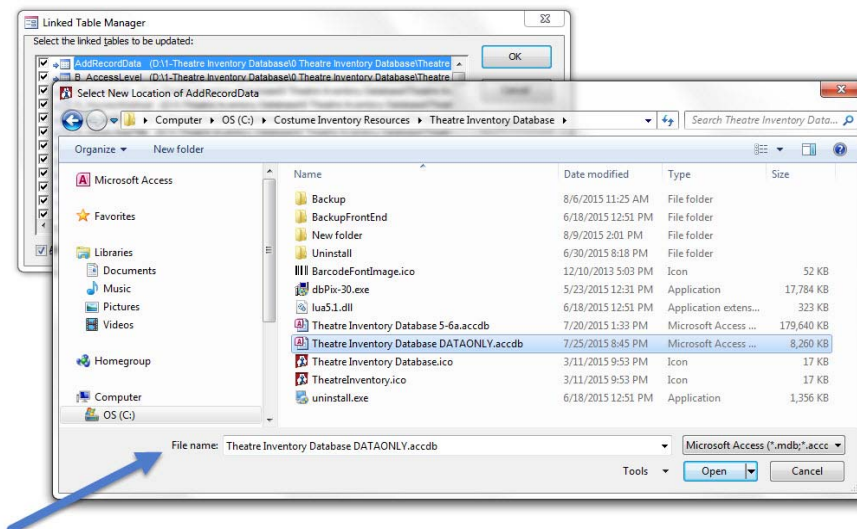


Step 3:

Click on the “OK” button.

Step 4:

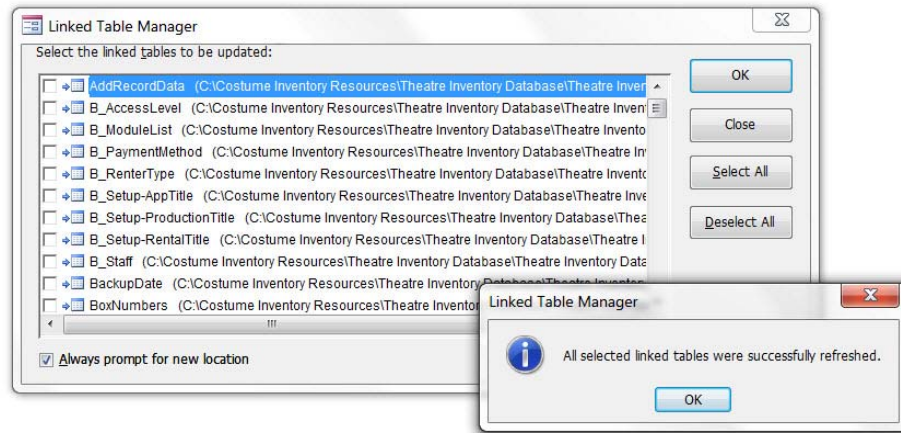
The Browse window will open. Navigate to the location of your database back-end file - often - Theatre Inventory Database DATAONLY.accdb.



Step 5:

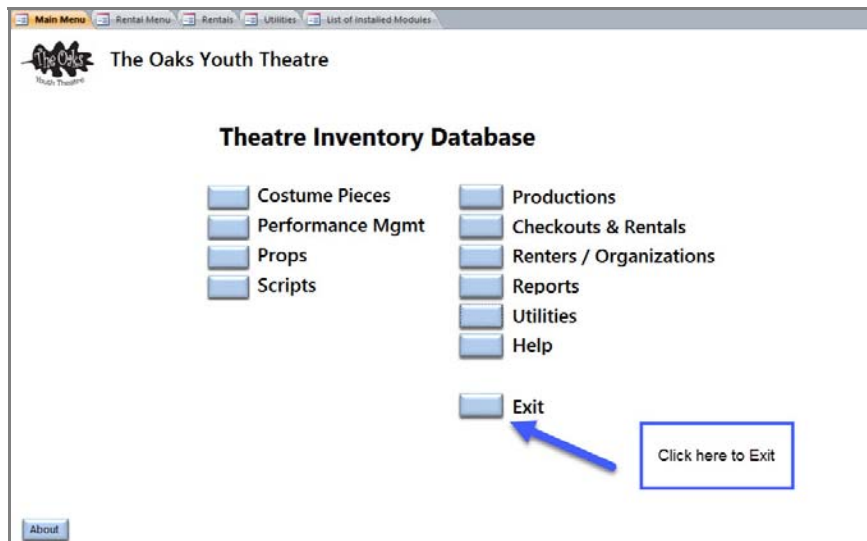
Wait for the database tables to be linked - maybe up to 1 - 2 minutes. When it is done it will tell you that all the tables have been re-linked.

## Theatre Inventory Database



Step 6:

It is a good idea to close and re-open the database. Go to the Main Menu and select "Exit" to close the database.



Open the database again. The database main menu will open and the data tables will be linked.